

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 419064, Rancho Cordova, CA 95741-9064



June 10, 2002

CSSIN LETTER: 02-15

ALL IV-D DIRECTORS
ALL DISTRICT ATTORNEYS
ALL COUNTY ADMINISTRATIVE OFFICERS
ALL BOARDS OF SUPERVISORS

SUBJECT: OPTIONAL CASE CLOSURE FORMS

The Department of Child Support Services (DCSS) adopted the emergency regulation package to address case closure on March 25, 2002. The new regulations are adopted in the California Code of Regulations, Title 22, Division 13, and formalize the revised state closure policy implemented via CSS Letter No. 01-16 (June 25, 2001). Also effective March 25, 2002, the previous case closure regulations contained in the Manual of Policies and Procedures (Chapter 12-300) are repealed. The regulations are available on the Department's website:

<http://www.childsup.ca.gov/pub/regulations/emergency/r-2-02e.pdf>

To facilitate consistency in statewide implementation, the DCSS has developed optional case closure forms for use by the consortia systems. Copies of the forms are attached. The forms are as follows:

- CSS 2440 (02/02) Unable to contact the custodial party.
- CSS 2442 (02/02) Non-Cooperation of custodial party.
- CSS 2446 (02/02) Notice of Intent to Close Your Case.

Reason for this Transmittal

- ☒ State Law or Regulation Change
☐ Federal Law or Regulation Change
☐ Court Order or Settlement Change
☐ Clarification requested by One or More Counties
☒ Initiated by DCSS



If an LCSA chooses to utilize the forms, a JETForm template is available from DCSS. To obtain the JETForm template, please contact Terri Wilhite, DCSS Forms Unit, by telephone at (916) 464-5486, or by email at Terri.Wilhite@dcss.ca.gov. For questions regarding the optional forms, please contact Eddie Yamamoto, Manager, Case Management Establishment Unit, by telephone at (916) 464-4229, or by email at Eddie.Yamamoto@dcss.ca.gov.

Sincerely,

Patric B. Ashby
Deputy Director
Child Support Services Division

Attachments

Date:

LCSA Case No.:

Noncustodial Parent:

The child support office is unable to contact you. Continued contact with you is essential to establish and/or enforce the support order. Please contact the child support office as soon as possible. If you do not contact us by we will close your case.

If you have questions about this letter, or you have information to give us, please contact the local child support agency at:

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MEMBER ID:

Date:

LCSA Case No.:

Noncustodial Parent:

The child support office is unable to continue establishment/enforcement actions without your cooperation.

Here is the reason:

If there are circumstances that prevent you from cooperating with the child support office, please contact the child support office to explain the situation. Continued non-cooperation will result in closure of your child support case. If you do not contact the child support office by _____ we will close your case.

If you have questions about this letter, or you have information to give us, please contact the local child support agency at:

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MEMBER ID:

Date:

LCSA Case No.:

Noncustodial Parent:

NOTICE OF INTENT TO CLOSE YOUR CASE

This letter is to tell you that as of _____ your child support case will be closed because:

- ☐ You do not have a current child support order and
- ☐ The remaining amount owed is less than \$500.00.
- ☐ The child support arrears are not enforceable under state law.
- ☐ _____ is deceased.
- ☐ The child support agency cannot establish paternity because:
- ☐ _____ is 18 years of age.
- ☐ A genetic test, court or administrative process has determined that _____ is not the father of _____
- ☐ It is not in the best interest of _____
- ☐ You have not given the child support agency information to identify the father of _____
- ☐ You are unmarried and you were artificially inseminated and you do not know who the donor is.
- ☐ The child support agency attempted, but is unable to locate _____
- ☐ _____ cannot pay child support because:
- ☐ He/she is institutionalized in a psychiatric facility.
- ☐ He/she is in prison with no chance of parole.
- ☐ He/she has a total and permanent disability and cannot provide child support.
- ☐ He/she receives SSI/SSP and has no income or assets.
- ☐ _____ lives in another country and:
- ☐ He/she is a citizen of the country.
- ☐ He/she does not work for the United States government, or company with headquarters or offices in the United States.
- ☐ He/she does not have assets or income in the United States.
- ☐ California does not have an agreement with the other country to enforce the child support order.

CONTINUED ON REVERSE

Date:

LCSA Case No.:

Noncustodial Parent:

☐

lives in Mexico, and California must ask

Mexico to enforce the child support order and:

☐

The child support agency is unable to establish that

is the father of

☐

His/her location in Mexico is not known.

☐

He/she is not working.

☐

He/she is working in Mexico, but the child support agency does not know who the employer is.

☐

The child support agency does not have a photograph of him/her to give to Mexico.

☐

The child support order is for assigned arrears only.

☐

The child support agency is unable to contact you.

☐

You are not cooperating with the child support agency.

☐

You moved to another county/state.

☐

The State of has not provided the child support agency the necessary information.

If you have questions about this letter, or you have information to give us, please contact the local child support agency at:

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If you think your case was closed in error, you may file a complaint with the local child support agency at:

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